

City of Fulshear
JOB DESCRIPTION

Position Title:

Deputy Court Clerk

Position Status:

Non-Exempt

General Description:

Under general supervision of the Court Administrator, this position performs the administrative and clerical duties of the municipal court. This position serves as the first point of contact with the public, in person, by telephone, and by mail. Interaction with the public includes explaining court processes, options, procedures and general information regarding the Municipal Court. This position maintains all court records, from filing to final judgment. Responsibilities include, but are not limited to, entering cases, payments, case activity, case documents, filing, scheduling hearings, preparation of complaints, maintenance of court dockets, and corresponding with defendants and attorneys.

Organizational Relationships:

Reports to: Court Administrator

Supervises: None

Qualifications:

A High School Diploma or GED is required. Previous experience and knowledge in court procedures and terminology of Federal, State and local laws, codes and regulations is preferred. Level I TCCA Certification required or the ability to obtain such certification within 18 months. College or certified instruction in public or business administration, criminal justice or closely related fields preferred. Bi-lingual English/Spanish communication skills preferred. Must be able to pass background check, credit check, drug and alcohol testing. Some travel required.

Additional Required Knowledge, Skills and Abilities:

Requires strong interpersonal, oral and written communication skills to interact with the general public on a daily basis in a pleasant and professional manner. The ability to organize files and documents; the ability to serve in the capacity of a Notary Public; the ability to utilize computer software including Microsoft Office and InCode; and the ability to maintain confidentiality. Must possess the ability to work in a fast-paced, high-stress, detail oriented and challenging environment.

Essential Duties:

- Serves as the initial point of contact for the municipal court in person, by telephone and by mail.
- Assists and interacts with public in person and by phone by explaining court processes, options and procedures.
- Processes citations and complaints filed in the municipal court from filing to final judgment.
- Processes appearances and is responsible for entering all case activity, including payments, pleas, convictions, case status, payment agreements, requests for driving safety course, deferrals, resets, dismissals and other orders as set by the Judge.
- Handles daily cash collections for municipal court. Is responsible for entering court payments, daily verification and posting of court payments.
- Processes warrant payments, cash bonds, surety and attorney bonds. Is responsible for clearing active warrants from local and state databases, upon resolution.
- Responsible for the preparation and delivery of court notices regarding court settings, non-compliance and non-payment.
- Assists in the preparation of all court dockets before court sessions.
- Assists with the preparation and processing of warrants, judgments, complaints, summons, subpoenas, pleas, pre-trial and trial settings.
- Assists with maintaining juror database, with processing juror summons, exemptions and qualifications.
- Participate in training and other Professional Development to ensure the City receives the highest level of services possible.
- Other duties as assigned or required to perform the function of the position.

By my signature, I acknowledge the content of this job description and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature

Date